	<b>Johnson Space Center Work Instruction (JWI)</b>	JWI No.:	1371.1
		Effective Date:	4/16/2009
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**Verify that this is the correct version before use**

Compliance is Mandatory

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## FOREIGN NATIONAL BADGE REQUESTS

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**Responsible Office: Center Operations Directorate**

**Approved by:**

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**Director  
Joel B. Walker**

Dist: JDMS

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### Change Record

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## 1 PURPOSE

This Johnson Space Center Work Instruction (JWI) describes the process for requesting and approving badges for all non-U.S. citizens, Lawful Permanent Residents (LPRs) or U.S. citizens representing foreign entities. All references to persons or individuals to be badged within the text of this JWI are referred to herein as Foreign Nationals (FN) and/or foreign representatives. This JWI cancels CWI J29W02, Foreign National Badging Requests.

## 2 APPLICABILITY

This JWI covers the process to be followed by the Government and Contractor community to obtain a badge for any FN or foreign representative (defined below) visiting or assigned to work at the NASA Johnson Space Center (JSC). Information about the FN and the nature of their visit is gathered so that their access to locations and personnel and their use of resources are known, approved and properly controlled. For purposes of this document, the terms “visit” and “assignment” are used interchangeably. All visits or assignments must be for official NASA business only. Unofficial tours for FN are not permitted onsite. Only high level protocol visits or tours sponsored by the JSC Office of External Relations are allowed.

## 3 AUTHORITY

NPR 1371.2A, Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives

NPR 1600.1, NASA Security Procedures and Guidelines with Change 1

## 4 APPLICABLE DOCUMENTS

### 4.1 Applicable Documents

NPD 1050.1, Authority to Enter Into Space Act Agreements

NPR 1600.1, NASA Security Procedures and Guidelines with Change 1

NPR 1371.2A, Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives

NPD 1371.5, Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA

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NPD 1360.2, Initiation and Development of International Cooperation in Space and Aeronautics Programs

NPD 2190.1A, NASA Export Control Program

## 4.2 Reference Documents

NASA Interim Directive: Security Identification System Requirements, NM 1600-46

NASA Interim Directive: Photo Identification Color-Coding Requirements, NM 1600-50

NASA Interim Directive: Personal Identity Verification Policy and Procedures, NM 1600-52

Safeguarding Sensitive But Unclassified Information, NM 1600-54

NASA Interim Directive: 5.24 Sensitive But Unclassified (SBU) Controlled Information, NM 1600-55.

## 5 SAFETY PRECAUTIONS AND WARNING NOTES

None.

## 6 TOOLS, EQUIPMENT, AND MATERIALS

None.

## 7 PERSONNEL TRAINING AND CERTIFICATION

### 7.1 Personnel

Specialized training and certification requirements shall be met before an individual is authorized to submit a FN badge request. The JSC International Visits Coordinator (IVC) conducts training, administers a written examination, and maintains and updates the Trusted User (TU) list. Persons who perform the Personal Identity Verification (PIV) requests will complete IDMax training in SATERN.

### 7.2 NASA Foreign National Management System (NFNMS)

Personnel who are authorized to access, concur and approve FN badge requests in the web-based request system NFNMS shall receive training on the system by the IVC. The IVC also assigns access rights to the system. Requests for personnel to review and make recommendations on export compliance matters in NFNMS will be referred to

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the Center Export Administrator who will approve or deny these requests in writing (via e-mail) to the IVC.

## **8 RESPONSIBILITIES**

### **8.1 International Visit Coordinator (IVC)**

The IVC is responsible for the coordination and disposition of all activities and matters related to FN badge requests. The IVC is located within the JSC Security Office and may be contacted via e-mail at the "JSC International Visit Coordinator" mailbox at [jsc-ivc@nasa.gov](mailto:jsc-ivc@nasa.gov). Questions about and proposed changes to this document shall be directed to the IVC for disposition. As the owner of this document, the IVC will conduct an annual inspection to ensure all information is current. The IVC is responsible for entering additional requirements and providing final approval or denial of FN badge requests in NFNMS.

### **8.2 Security Assistant to the IVC**

The Security Assistant (SA) is responsible for the initial review of the badge request, checking for accuracy, currency and completeness. This will include checking the subject's name against certain U.S. Department of the Treasury lists. The SA is responsible for checking the validity, currency and completeness of all required documents against databases before attaching them to the request. The SA can be contacted via email at the "JSC International Visit Coordinator" mailbox at [jsc-ivc@nasa.gov](mailto:jsc-ivc@nasa.gov). The SA is responsible for the following actions:

1. Validate the accuracy and currency of information on required documentation such as the Passport, Visa, Resident Alien Card, and/or Employment Authorization Documents, etc.
2. Verify the subject FN person or organization they represent are not found on the denied persons and entities lists. If either is identified on any of the lists, the IVC will notify the requester, the EST and the Counterintelligence Special Agents.
3. Confirm the Access Control Plan is filed electronically and signed as appropriate, and that required documents are completed and attached.
4. Verify requests to access Mission Essential Infrastructure (MEI) facilities are completed and approved.
5. Verify escort requirements per Section 8.8.4.

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### **8.3 Personnel Submitting Badge Requests**

8.3.1 It is the responsibility of the visitor and all personnel who are authorized to request badges for FN visitors to gather and provide current, complete and accurate information. When unusual or suspicious circumstances surround a request or when information cannot be verified or confirmed, all personnel submitting badge requests are responsible for adequately explaining the nature of the circumstances in the supporting documentation and notifying the JSC IVC, HQ Counterintelligence and Counterterrorism Team Office and Export Services Team (as dictated by the seriousness of the problem). Unusual or suspicious circumstances include, but are not limited to, an inexplicable change in travel or visit plans; substituting travelers at the last minute or within so few days of the visit start date that adequate review of the "new" visitor is not possible prior to the visit; and/or foreign visitors sent for technical discussions who seem inadequately prepared for the technical interchange or are not technical at all.

#### **8.3.2 Host or Sponsor**

The Host or Sponsor has overall responsibility to ensure their visitor submits the proper documentation in accordance with the deadlines set within this document.

### **8.4 Trusted Users (TU)**

The TU is a trained U.S. civil servant, contractor, or International Partner employee with a JSC domain (nasa.gov) account and PKI Entrust capability appointed by their ECR in writing to the IVC. Except for an ECR, a TU is the only individual authorized to submit FN requests in the NFNMS and the electronic Access Control Plan (eACP) system. It is the responsibility of the visitor and sponsor to gather and provide information to the Trusted User in a timely fashion.

### **8.5 Export Control Representatives (ECR)**

The Export Control Representatives are part of the review and concurrence process described in this JWI. The responsible ECR for the JSC organization(s) sponsoring the visit or being visited/supported will confirm that export control issues are addressed. The ECR will identify export control concerns such as those related to the areas that the FN will be visiting and the information to be viewed or provided to the FN. The ECR will provide comments as necessary to the JSC Export Services Team (EST) and may recommend that a badge request be approved or denied.

### **8.6 Export Services Team (EST)**

8.6.1 The JSC Export Services Team (EST) reviews the information contained in all foreign national requests received to assess export compliance issues, specifically as they relate to the Department of State International Traffic in Arms Regulation (ITAR) and Department of Commerce Export Administration Regulations (EAR). When reviewing any

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type of documentation or requests pertaining to FN or representatives, the JSC EST searches the following lists to ensure that the end-user is not found on any list. JSC EST concurrence may not be provided if the name appears on any of the lists below:

- [Unverified List \(Department of Commerce\)](#)
- [Entities List \(Department of Commerce\)](#)
- [Denied Persons List \(Department of Commerce\)](#)
- [List of Debarred Parties \(Department of State\)](#)
- [Specially Designated Nationals \(Department of Treasury\)\(ASCII version\)](#)
- [Designated Countries \(NASA Headquarters Export Control Plan\)](#)

8.6.2 Detailed information regarding these lists can be found on the JSC EST website at <http://www6.jsc.nasa.gov/exportcontrol/export/ListsToCheck.htm>.

8.6.3 The JSC EST contacts the respective organization ECR if additional information related specifically to export issues is needed. Requests for other information not related to export issues will be sent to the SA or IVC for disposition. The JSC EST will concur or approve the electronic Access Control Plan (if applicable) and the NFNMS request when all export control issues relating to the foreign national or request have been resolved. If export issues relating to the badge request cannot be resolved, the request may be denied. The JSC EST will send an email to the JSC Security Office, IVC, TU, and/or ECR notifying them of the terms and conditions of the NFNMS concurrence or approval. The JSC EST also serves as a voting member of the JSC Network Access Computer Board (NACB) and reviews and approves all Service Requests for foreign nationals or representatives requiring computer access based on the eACP and/or NFNMS requests submitted. The JSC EST meets with JSC Information Resources Directorate (IRD) and NACB representatives as needed to discuss and resolve any issues pertaining to foreign nationals or representatives requiring JSC computer access.

## 8.7 NASA Headquarters (HQ)

NASA HQ reviews all requests for FN visitors from designated countries and approves or denies of the request via NFNMS. JSC Security will contact the TU via email for additional information, if required. The NASA HQ concurrence is then routed to the TU via NFNMS and the IVC is notified via email.

## 8.8 Escorts

8.8.1 NASA JSC organizations or onsite NASA Contractors who are responsible for the access and work activities of a FN visitor shall identify escorts, as needed. The escort is



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responsible for accompanying and observing the work activities and whereabouts of the visitor at all times while they are onsite.

8.8.2 The escort shall observe, prevent if possible, and report any unauthorized activities or access to JSC Security at 281-483-4658.

8.8.3 Escorts shall report attempted unauthorized activities to JSC Security, even if the activities are described by the FN visitor to be inadvertent.

8.8.4 Escort activities may only be assigned to and performed by the following types of personnel:

1. Permanently-badged NASA Civil Servant.
2. Permanently-badged NASA contractor employee with a JSC-issued, non-escort-required photo ID badge.
3. Temporary-badged NASA Civil Servant or contractor employee with a completed background investigation and JSC-issued, non-escort-required photo ID badge.
4. JSC picture badged International Partner (IP) personnel.

8.8.5 Escorts are subject to the following conditions in performing their duties:

1. Escorts may only perform their functions in areas that they are cleared and approved to enter. For example, escorts must be badged for CAA or MEI facilities if they are to escort personnel in these facilities.
2. Escorts may only perform their functions if they are cleared to be exposed to personnel, controlled hardware, software, information, etc. to which the visitor will be exposed.
3. "Escort-required" personnel may not be designated as an escort.

## 9 PROCEDURE

All personnel involved in processing a badge request for a FN are required to follow the procedures set out below. The responsible TU for the organization processing the badge request is the first point of contact for questions regarding this activity.

### 9.1 Actions for Requesting a FN Badge

9.1.1 The requester is responsible for ensuring the request is reasonable, supports an official requirement or obligation, and the data they gather is complete, current, valid and verified. Non-U.S. citizens are defined as persons who are foreign nationals, foreign

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representatives, foreign visitors, foreign astronauts, foreign dependents, or Lawful Permanent Residents (LPR) (also known as permanent resident aliens and green card holders). Badges for non-U.S. citizens must be renewed annually. The processing time for routine requests requires 15 business days (10 business days for export control review). Requests for visitors from designated countries require 60 business days to process due to the additional review and approval by NASA HQ. For expedited requests, a waiver, (as described in Section 9.7) is required. Review of the request will begin only after all required paperwork has been received.

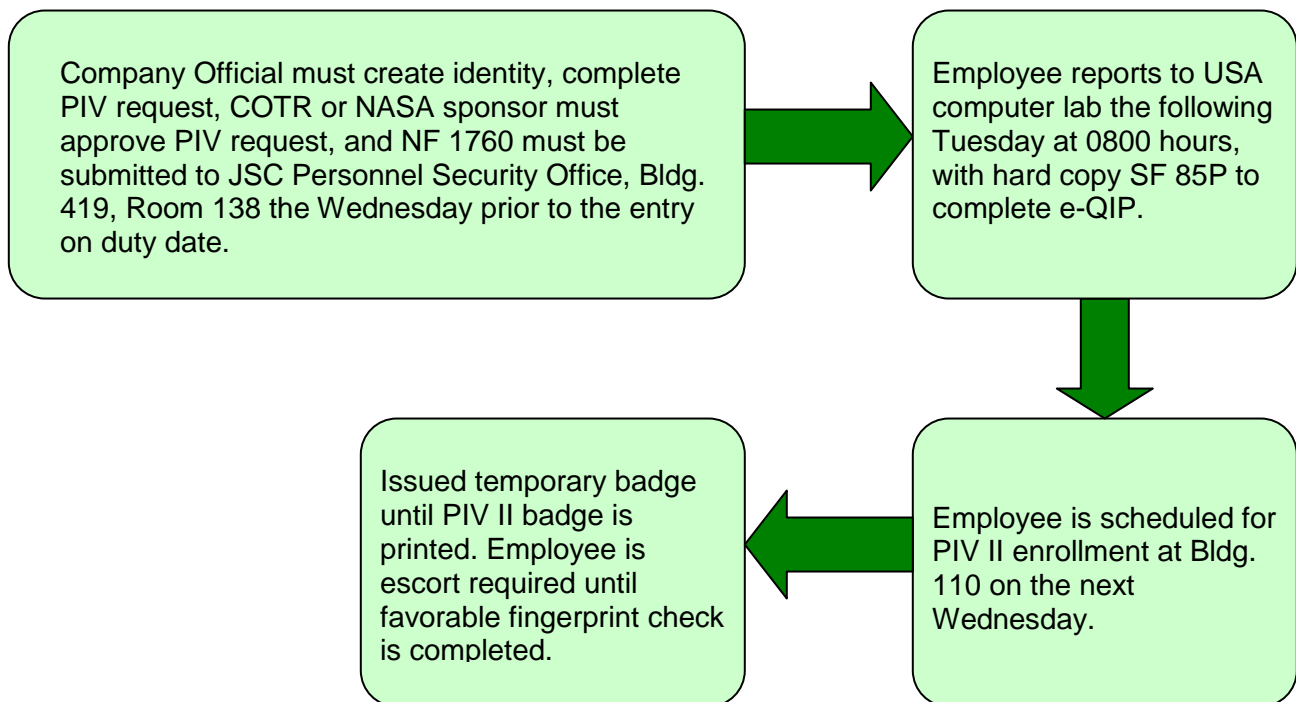
9.1.2 To request a badge, the following steps shall be followed (unless otherwise approved in writing):

1. The organization's TU completes a JSC Foreign National Visit Request (FNVR)-JF 1019, and/or a eACP-JF 1020 (see Section 9.3), if applicable for the visitor or employee. The FNVR-JF 1019 is required for all requests including remote users. The eACP is required for visits or assignments greater than 29 days in a 12-month period; unescorted access; access after normal duty hours; and/or computer access. The TU must send the completed FNVR-JF 1019, ICE/INS/I-9 document(s), and Personnel Security Investigation Email Verification (if applicable) to the responsible organization's ECR via an encrypted PKI email. The ISS International Partner TU shall not required to send the e-mail nor provide the ICE/INS/I-9 documents or personnel security investigation.
2. The ECR completes their review of the FNVR-JF 1019, ICE/INS/I-9 document(s), and/or Personnel Security Investigation Email Verification and forwards the documents with concurrence via PKI encrypted email to the TU, with a copy to the JSC-Export-Services-Team ([jsc-exports@mail.nasa.gov](mailto:jsc-exports@mail.nasa.gov)) & JSC-International-Visits-Coordinator ([jsc-ivc@mail.nasa.gov](mailto:jsc-ivc@mail.nasa.gov)) mailboxes. The ISS IPs send the same information to the External Integration Office at [jsc-oxfnba@mail.nasa.gov](mailto:jsc-oxfnba@mail.nasa.gov).
3. The TU completes the NFNMS request. The TU attaches the signed FN signature page and Personnel Security Investigation Email Verification to the eACP and ensures that the eACP is routed to the applicable JSC approvers in the following order: Sponsor; ECR; Organizational Computer Security Official (OCSO); Security; Export Control Office ([jsc-exports@mail.nasa.gov](mailto:jsc-exports@mail.nasa.gov)); and IVC ([jsc-ivc@mail.nasa.gov](mailto:jsc-ivc@mail.nasa.gov)). PKI approval signatures are required on all eACPs.
4. The Position Risk Designation Form for Non-NASA Employees (NASA Form 1760) is required. A new NF 1760 must be completed for any of the following changes: scope of duties; employer; contract; name; and citizenship. Refer to <http://www6.jsc.nasa.gov/ja/js/js4/external/caainv.cfm> for additional information regarding access to controlled access areas and background investigations. The JSC Badging Office (281-483-2112 or 281-483-2119) can provide the name of the company official or Facility Security Officer (FSO) if it is unknown.

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5. Badge requests for Foreign Astronauts must be entered into the NFNMS. However, the eACP and NF 1760 are NOT required.
6. JSC Security will reject NFNMS requests and eACPs that are not completed and submitted by the organization TU or ECR. A completed investigation is required prior to granting unescorted or computer access. The Badging Process Flowcharts are as follows:
  - a. [Foreign National New Hire, U.S. Resident for 3 Consecutive Years, Has SSN](http://www6.jsc.nasa.gov/ja/js/js4/external/fornat_fn3yrno-inv.cfm)  
Link: [http://www6.jsc.nasa.gov/ja/js/js4/external/fornat\\_fn3yrno-inv.cfm](http://www6.jsc.nasa.gov/ja/js/js4/external/fornat_fn3yrno-inv.cfm)

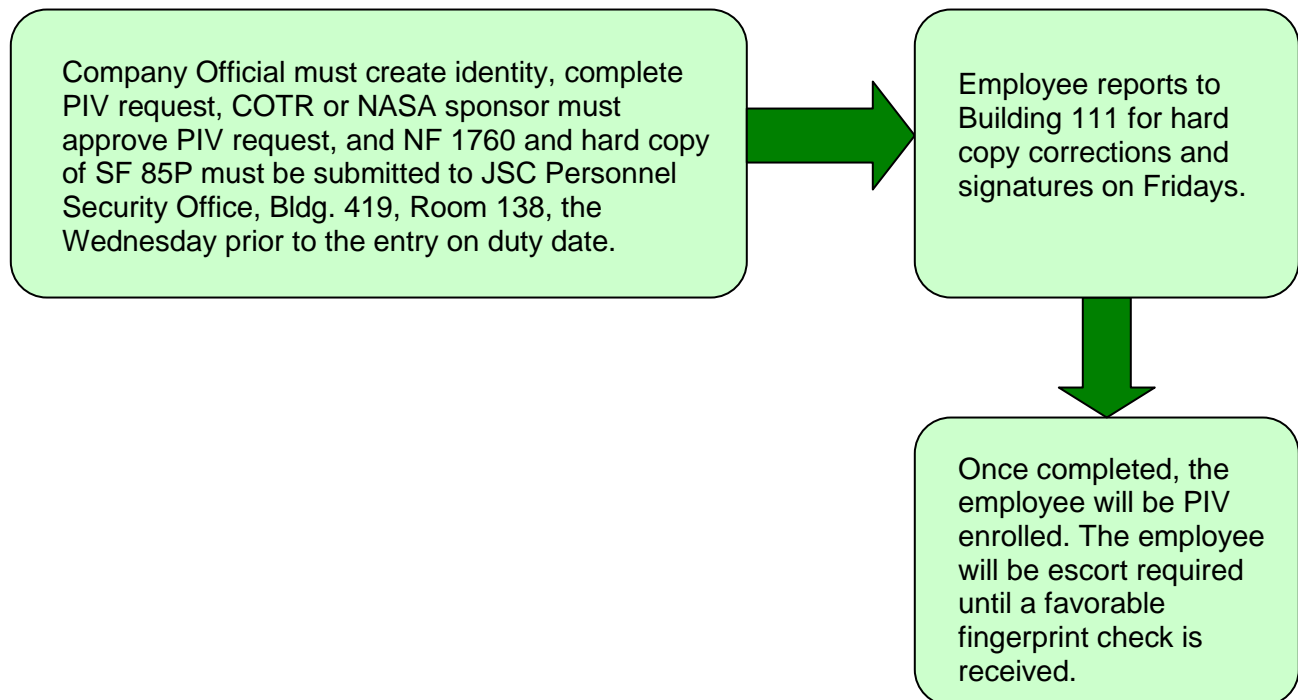
**Foreign National New Hire, U.S. Resident for 3 Continuous Years,  
Has SSN, No Investigation**



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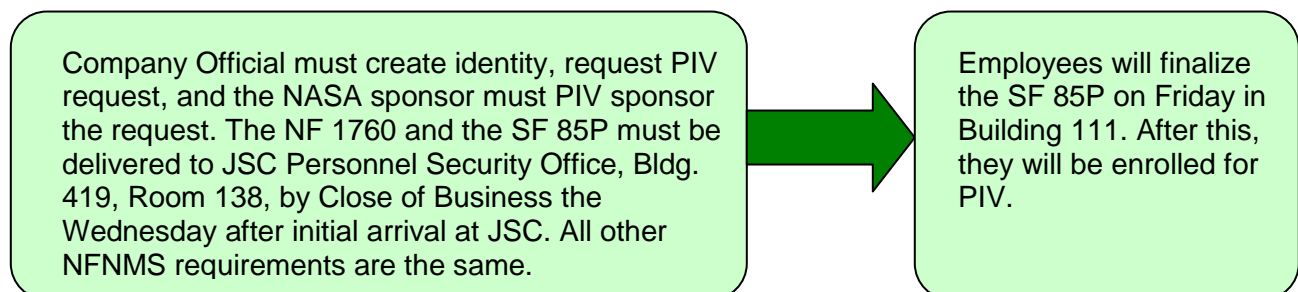
- b. [Foreign National New Hire, U.S. Resident for 3 Consecutive Years, No SSN](http://www6.jsc.nasa.gov/ja/js/js4/external/fornat_fn3yrno-ssn.cfm)  
Link: [http://www6.jsc.nasa.gov/ja/js/js4/external/fornat\\_fn3yrno-ssn.cfm](http://www6.jsc.nasa.gov/ja/js/js4/external/fornat_fn3yrno-ssn.cfm)

**Foreign National New Hire, U.S. Resident for 3 Continuous Years,  
No SSN, No Investigation**



- c. [Foreign National New Hire, Not U.S. Resident for 3 Consecutive Years](http://www6.jsc.nasa.gov/ja/js/js4/external/fornat_fnsf85_of306.cfm)  
Link: [http://www6.jsc.nasa.gov/ja/js/js4/external/fornat\\_fnsf85\\_of306.cfm](http://www6.jsc.nasa.gov/ja/js/js4/external/fornat_fnsf85_of306.cfm)

**Foreign National New Hire, NOT a U.S. Resident for  
3 Continuous Years**



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7. The JSC Security Office reviews, approves or denies the FN badge request.
8. The JSC EST reviews, approves, or denies the FN badge request. For ISS IPs, the ISS External Integration Office reviews, approves, or denies the FN badge request.
9. For FN visitors from Designated Countries, NASA HQ reviews the request and indicates approval or denial of the request via NFNMS.
10. The IVC reviews the badge request to confirm that all required documentation has been submitted and properly signed and that all required actions have been taken. The IVC will:
  - a. Receive all completed eACP forms online. After the IVC review, concurrence or denial, the IVC forwards the eACP to EST for review.
  - b. Notify the responsible organizations and personnel to take actions directed by NASA HQ.
  - c. Request any other additional information as needed and identify any other actions required to assure compliance with applicable regulations.
  - d. Confirm that all requirements, conditions, and regulations have been met, all actions have been taken and all properly-executed documentation has been received.
  - e. When all requirements are satisfied, the IVC will provide final approval of or deny the badge request. If applicable, the IVC notifies HQ that the badge request is ready for their review, approval or denial. The requester is automatically notified via NFNMS of the status of the request.
  - f. The IVC notifies the Building 110 Badge Office via NFNMS when they have concurred (or denied) the badge request. Requesters may email the JSC IVC mailbox to determine if a badge is ready for pickup.
11. When the IVC has provided final approval of the badge request in NFNMS, the Badge Office will issue a badge to the FN visitor. Badging personnel determine which badges may be issued by generating a report using NFNMS.
12. Any person or reviewer who takes actions to deny a badge request will notify the IVC in writing (e-mail is acceptable) documenting the reason(s) why the request should be denied. The IVC will review the documented reasons and solicit input from the JSC EST, and/or ISS Program (for any ISS related visit requests), and HQ Security Office, as needed. Based on their review and input, the IVC will make a recommendation to deny or continue to process the request. Once that recommendation has been made, the IVC will notify the requester, the EST and

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the JSC Security Office Chief of the action to deny or continue processing the badge request and reasons for either disposition.

13. Only the visitor for whom the badge was prepared may pick up their badge. Two forms of valid ID are required, which may include: the original resident alien card; passport; visa; employment authorization document; and/or I-94 document, etc. Copies of IDs will not be accepted.

## 9.2 Revisions/Changes to Badge

9.2.1 The ECR may make minor changes to the badge request (e.g. correcting biographical information, adding buildings to be visited, changing the dates of the visit, etc.) If these changes are identified before or during the visit, the requester shall contact their ECR via e-mail to describe and request the addendum. If the ECR concurs on the request, it is forwarded to the IVC for review.

9.2.2 The IVC will review the changed request and will obtain additional information, as necessary. A disposition of the requested addendum will be made. The TU will be notified if the action is denied. Once the addendum is entered into NFNMS, the IVC will notify the original reviewing officials that the addendum is awaiting their review. Major changes, such as increasing the length of the visit to greater than 30 days, will require the requester to re-enter the entire FNVR with changes in NFNMS.

## 9.3 Electronic Access Control Plan (eACP)/JF 1020

The Access Control Plan establishes procedures and controls access to protect classified, proprietary, and export-controlled information by non-US persons. In general terms, the eACP describes the types of information, equipment, or areas within the facility where the non-U.S. person will have access. The eACP fulfills both Security as well as Export Control requirements. Once the non-U.S. person has been briefed on their responsibilities, he/she shall sign the agreement to certify his/her understanding and compliance with the access control requirements.

9.3.1 Only one active eACP should be allowed for any one individual. The most recently approved eACP supersedes any previous existing eACP. eACPs for ISS International Partners are submitted to the ISS External Integration Office (jsc-oxfnba@mail.nasa.gov) and do not go through the JSC Export Services Team for NFNMS review or approval.

9.3.2 JSC Security will reject any eACPs that are not completed and submitted by the organization TU or ECR. All eACPs requiring computer access must be coordinated with and signed by the responsible OCSO prior to submission to ensure that Section 6 of the eACP is accurate and properly completed.



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9.3.3 The JSC organization that controls or is responsible for requested facilities and resources must be aware of and agree to the access requested by a FN. Contractors requesting onsite access for a FN to JSC facilities or resources shall always identify a NASA Civil Servant as part of the review process for the visit. The NASA Civil Servant must be informed of the request and have authority to allow the FN access to the facilities and resources that are requested. If requested facilities or resources are controlled by more than one JSC organization, then each of those organizations must also agree to allow access to their areas or resources. It is not necessary to obtain approval from an ECR for access to Public areas (e.g. Building 2 or one of the JSC cafeterias). If a contractor is unsure of who controls the facilities or resources, the contractor should contact their Contracting Officer, Contracting Officer's Technical Representative or a Facility Manager.

#### 9.4 Using NASA Foreign National Management System (NFMMS)

9.4.1 The NFMMS system facilitates the electronic processing of badges for FN. Some off-site and some onsite contractors may not be able to access NFMMS to process badge requests for FN if they do not have a JSC or NASA e-mail account. Those requesters will need to have the visitor information electronically entered on a Foreign National Visitor Request by their point of contact at JSC. The point of contact should be the JSC Sponsor for the visitor or an individual familiar with the purpose and details of the FN's visit. The responsible JSC TU can assist persons entering badge request information in a Request for Request <https://ivan.esportals.com/RFV/ex/index.cfm>. (Note: there must be a NASA/JSC Civil Service host involved in any activity to bring a FN visitor to JSC.)

9.4.2 The NFMMS system designates certain categories, marked in red, as "required" fields. The red fields are required for NASA HQ reporting purposes. For all FN badge requests at JSC, individuals are required to address all of the fields contained in the FNVR that are listed and defined below. Failure to provide information that accurately and adequately addresses the fields listed below will result in delay or rejection of the request.

##### 9.4.3 General Instructions

1. Failure to provide complete, current, and accurate information will result in delays and may result in the denial of a request. Information must provide a reasonable and logical basis for reviewers to concur or approve the request. Information provided may also be used to deny the request.
2. All acronyms must be spelled out the first time they are used in each request.
3. Descriptive information should be accurate and written to be understood by non-technical reviewers who may not be familiar with the program, project, experiment, contract, etc.
4. If an individual has a question concerning the badging process that is not addressed in this document, the responsible ECR or TU for the organization should be

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contacted first. Questions for ISS visits should be directed to the ISS External Integration Office. If they are unable to answer the question, the JSC IVC or EST should be contacted through their respective mailboxes.

#### 9.4.4 Required Fields For FN Badge Requests at JSC

1. Requester e-mail address. This must be a Civil Servant, or NASA Contractor, or ISS International Partner who is trained as a TU and able to answer questions about the individual for whom the badge is being requested. The TU may not be the individual who will receive the badge.
2. Visitor's First, Middle and Last Name. (NOTE: use NMI for No Middle Initial.) TU must assure that this information is identical to the passport, visa, green card etc. Differences in spelling shall be explained in "General Remarks" at the bottom of the form.
3. Gender. Self explanatory.
4. Is the Visitor Currently in the U.S. Self explanatory.
5. 9-Digit U.S. Social Security Number only if available. Enter social security number with no dashes.
6. Desired Start Date. Self explanatory.
7. Desired End Date. The period from start to end date may not exceed the dates for which the documentation provided in support of the visit request is valid.
8. You must indicate whether the visitor is a Lawful Permanent Resident (LPR) or not. LPR is also known as a Permanent Resident Alien or Green Card holder. If the visitor has an LPR number, the requester must enter that nine-digit number in the field provided.
9. Citizen of. Two countries may be listed in this block, as applicable. If one of these is a designated country, it shall be entered first. (See the NASA HQ generated list from NPA 1371.2A (latest version) at URL <http://www6.jsc.nasa.gov/exportcontrol/export/listsToCheck.htm> If the visitor declares citizenship of more than two countries, the requester will list those countries in "General Remarks" at the bottom of the form.
10. Birth Date. Self explanatory.
11. Country of Birth. Self explanatory.
12. City of Birth. Self explanatory.



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13. Employer Institution or Company Name, City, State, Zip. List the institution, company or organization for which the visitor is working or representing while here at JSC.

14. Employer Phone and Fax. Self explanatory.

15. Title or Position and Duties. This information must be descriptive and must be relevant to the rest of the information provided, e.g. a medical professional needing access to a software development lab would require additional rationale. This area shall be used to include a) list of NASA JSC personnel with whom the visitor will be working, and b) Duty Hours.

16. Visa Number. If applicable. Visitor is required to provide documentation at Building 110 or SCTF for verification before the badge can be issued.

17. Type. Select from electronic menu.

18. Expiration Date. If expiration number is not known, use the end date of the visit.

19. Passport Number. If applicable. Visitor is required to provide documentation at Building 110 or SCTF for verification before the badge can be issued.

20. Country of Issue. Self explanatory.

21. Expiration Date. Self explanatory.

22. Type of Request. Use drop down menu.

23. Select the most restrictive Area Type at the Center or Field Facility that the visitor will be accessing. If visitors are expected to enter secure areas, an escort may be required.

24. This field includes two categories 1) Non-Security Area, 2) Security Area. If the visitor needs access to a secure area, it must be indicated if it is a MEI.

25. Will Sensitive Subjects be discussed? "Sensitive Subjects" are defined as issues, information, etc. that are export-controlled or are sensitive as this information can affect the security of the Center or the Nation. If the requester marks "yes", additional information regarding the specific nature of the sensitive subject matter is required. The nature of the sensitive subjects to be discussed must be clearly explained in the "General Remarks" section.

26. Host's First, Middle, Last Name. The "Host" must be a Civil Servant who has responsibility for the work activities of the visitor by virtue of a contract, agreement or other legal vehicle such as a Letter of Invitation. The Host must be knowledgeable of the visitor, the work, and locations to be accessed. When the host is also the escort, this information must also be repeated in the "Escort" field.

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27. Purpose of visit. Use drop down menu. If the purpose is not listed in the drop down menu, use the closest match and describe the specific purpose in "Subjects to be Discussed". If the purpose of the visit is a meeting, briefing, presentation, etc., it is critical to clarify in the "Remarks" section whether the visitor is presenting and/or receiving information, hardware, etc.
28. Subjects to be Discussed. The information provided must be sufficiently clear to be understood by a non-technical reviewer and consistent with other information provided. This shall include JSC Contract or Grant, Subcontract Number (as applicable), purpose of visit, justification for access to facilities and justification for any resources needed.
29. Required if HQ Approval is needed: HQ Coordination Office. When the visitor is from a "designated" country requesting computer access, the final approval for the badge request is NASA HQ. The requester must indicate which office at NASA HQ (point of contact and contact's phone number) will be responsible for approving the badge request. The HQ Coordination Office is most likely the one associated with the project or program under which the visitor is being sponsored.
30. Is the assignment for intermittent periods? An intermittent period is if the visitor will be traveling outside of the state or country and returning, or if the visitor will not be onsite for longer than ten working days during the requested time period.
31. If intermittent is "yes" then the estimated number of days Onsite. The estimate should be based on a rationale that is written and will be made available to the reviewers on request. The requester can include the rationale in "General Remarks".
32. Enter the buildings the visitor will be visiting. The requester is required to enter the complete list of buildings for which access is requested and to use the pull down menu to enter the building area type (Non-Security, Security or NRP). The room number is not required. Do not list the cafeterias (3 and 11) or the recreational facility (207) as these are public areas. Also, there is no need to list Buildings 110 or 111 as these buildings are considered to be offsite.
33. NASA Escort's First, Middle, Last Name, Phone Number. An escort is a permanently-badged Civil Servant, permanently-badged JSC contractor, or JSC picture badged International Partner (IP), who is responsible for being with and observing the activities of the visitor at all times while they are onsite. If there is more than one escort, list each escort. The escort shall prevent and report unauthorized activities and access. **NOTE:** The requester must complete this field if an escort is required, even if the name of the host and the escort are the same.
34. Will visit or assignment include transfer of technology? Check with the responsible ECR for the organization or company. If "yes", it is mandatory that the requester describe the technology being transferred in the block provided. Presenting

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information in a briefing is also an export. (Note: Technology may be transferred during meetings, discussions, briefings, presentations, etc.)

35. Export License Required. The Sponsor or Host must contact their (company or government) ECR or the JSC EST for assistance. Export authority must be obtained prior to any export or transfer.
36. Date Export License Requested, Granted, License Number, Commerce, State. This information will be provided by the ECR or the EST in response to notifications or inquiries based Number 34 above.
37. Will Visitor or Assignee be authorized access to computer or information technology resources? If "yes", the Host or Sponsor must provide the TU with the list all of the system(s), websites, servers, non-generic software etc. to which the visitor will have access in the "Computer Access Remarks" area and must also complete, sign and route the eACP. All IT resources provided to the visitor must be listed regardless of whether they are attached to systems and servers or are "stand-alone." (See the eACP form for more information).
38. General Remarks: Include any relevant information not provided above. For example, for a "Repeat Visitor", the period of the first visit (start and end date) must be provided here.

## 9.5 Backup Process for NFNMS

There may be occasions during which the NFNMS is not available for an extended period of time due to problems which cannot be foreseen or controlled (e.g. hurricane damage, server failure, virus etc.). If these situations occur, the IVC may authorize the use of the hard copy version of the JSC Form 1019 to allow up to a 10 day, escorted visit. Supporting documentation such as passport, visa, work authorization, positive identification, and signed hard copy of the e-ACP will be required. Foreign Nationals from Designated Countries may be required to provide additional documentation at the discretion of the IVC. The TU shall complete the form and obtain required signatures. The IVC may approve or deny such requests (with concurrence from other reviewers as necessary and available) and notify the TU. When NFNMS becomes available, the Sponsor, Host or TU shall be responsible for entering the badge request using the FN Visitor Request described above within 5 working days.

## 9.6 General Process Chart

9.6.1 The following chart shows the general conditions and requirements that must be completed for a FN to receive a badge at the NASA JSC. The specific steps that must be followed to request a badge for a FN are found in Section 9.1 above.

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9.6.2 FN assigned to work, perform research, or receive training at JSC must be working under a JSC contract, grant, InterGovernmental Agreement (IGA), NASA Space Act Agreement or Memorandum of Understanding (MOU).

9.6.3 Picture badges shall not be taken out of the country; visitors must return their photo badge to Bldg. 110 prior to departure.

9.6.4 If non-US citizen has a U.S. SSN, fingerprints can be done electronically; if not, hardcopy prints are taken.

9.6.5 NF 1760s are only submitted once, not for each visit.

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### Process Chart for Types of Foreign Nationals

	In USA Less Than 3 Yrs w/o SSN	In USA Less Than 3 Yrs w/SSN	In USA More Than 3 Yrs w/o SSN	In USA More Than 3 Yrs w/SSN	Remote User	Foreign National Spouses
JF 1019 *	x	x	x	x	x	x
NFNMS Entry	x	x	x	x		x
Fingerprint Check	x	x	x	x		
JF 1760 **	x	x	x	x		
IDMax (PIV)					x	
JF 85P (through e-QIP)				x		
JF 1020 (e-ACP) <sup>+</sup>	x	x	x	x		
JF 473B <sup>++</sup>						x
Security will check lists.	x	x	x	x	x	x
CAA (JF 722a (JSC) or JF 722b (SCTF)	x	x	x	x		

\* The JF 1019 must include 2 forms of I-9 ID and be sent through PKI (encrypted) to organization's ECR.

\*\* The JF 1760 is used only use if visitor is going to be onsite more than 29 days OR remote or physical IT access is needed OR unescorted access is requested; must be hand-carried and delivered to Bldg. 419, Rm.138.

<sup>+</sup> The JF 1020 is used only if visitor is going to be unescorted due to proper vetting or a completed NACI, if any IT access is needed, or if any visit is over 29 days; must be a Trusted User to enter this form.

<sup>++</sup> The JF 473B must be signed at Bldg. 110 and be witnessed by the badging staff.

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## 9.7 Special Categories

This section defines several special categories of FN visitors. All FNVR that do not contain a type of FN as listed below shall complete the badge request procedures as defined in Section 9.1.

1. Astronauts or Cosmonauts - All badge requests for FN astronauts must be entered into the NFNMS. All FN astronauts are required to sign a "Code of Conduct" which shall be attached to the NFNMS entry in lieu of the e-ACP and other documentation described below. Long-term badging is allowed for those astronauts or cosmonauts currently on active flight status. NOTE: A NFNMS request can be entered for up to four years for active-duty FN astronauts and cosmonauts.
2. Lawful Permanent Residents (LPRs) - These FN hold a different residence status from other FN. Although these individuals are treated the same as U.S. persons for purposes of access to export controlled material, the requester must enter the badge request information into NFNMS, as required by NASA Headquarters and according to the process detailed in this document. Badge request documentation for LPRs may be submitted directly to the IVC via NFNMS without export control review. In addition to the NFNMS request, an eACP must be processed for the LPR if any of the following apply (computer access, unescorted access, after-hours access or access greater than 30 days). (This paragraph does not affect the requirements to process a "Foreign Representative" as a FN.) NOTE: A NFNMS request can be entered for up to four years for long-term LPR employees. eACPs must be filed annually.
3. Citizens of U.S. Territories - Citizens of countries that are U.S. territories are considered to be U.S. persons. U.S. territories are American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Access and badge requests for citizens of these areas should be processed as U.S. persons.
4. VIP or High Level Protocol Visits - These visits are subject to different badging requirements from any other type of FN visitor and may only be processed through the JSC External Relations Office. These designations are defined in NPR 1371.2A, Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives. These individuals are escorted at all locations and times and are not allowed access to any export controlled information or computer resources.
5. Public Information Media - Pursuant to NPR 1371.2A, "requests for access by or on behalf of foreign national members of the public information media to a NASA Center or Component Facility must be forwarded promptly to the Center's Public Affairs Office for coordination, as appropriate, with NASA Headquarters in accordance with 14 CFR Part 1213." Contact the JSC Public Affairs Office.

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6. Recurring Visitor - a FN who, during a 12-month period, will be returning to the Center for visits greater than 29 days, for the same general purposes in support of the same organizations and generally visiting the same locations. Organizations may submit a single FNVR-JF 1019 and eACP, which will remain valid for a one-year period and indicate the estimated total number of days during the year that the visitor will require access to the Center. In addition, the sponsoring organization shall ensure that a JF 1760 is submitted to the JSC Personnel Security in Building 419, Room 138. For each visit, the TU submits a short-term NFNMS request 10 days before the start of the visit.
7. Foreign Representatives - This refers to any person, including a U.S. citizen, Lawful Permanent Resident, or protected individual, who seeks to visit JSC while representing a foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States. Foreign representatives may also represent international organizations, foreign governments and any agency or subdivision of foreign governments. These individuals are processed as a FN from the country they represent. NOTE: A NFNMS request can be entered for up to four years for long-term foreign representative employees.
8. Service or Maintenance Workers - These are individuals who will be onsite to perform tasks such as delivering filtered water orders, maintaining or servicing equipment such as copy machines, etc. When they require access to the Center on numerous non-consecutive days they are processed as recurring visitors.
9. Construction Workers or Day Laborers - These individuals are onsite to perform work activities needed to construct or renovate buildings. Groups of construction workers are considered to be escorted as long as they remain in the building area(s) where work is being performed under building manager(s) or supervisor(s) who meets the definition of an escort. Escorts must meet these employees at the Badging Office. In addition, certain construction workers must receive a safety and security briefing before the badge can be issued.
10. Unescorted Visitors – The IVC shall attach the eACP to the NFNMS request.
11. Spouses of Foreign Nationals
  - a. JSC-Sponsored (e.g. spouses of foreign astronauts, foreign flight directors, and other mission critical MOD positions) - Spouses that have been invited to accompany their husband/wife into the United States to conduct mission critical work for NASA.
    - 1) The Department of Homeland Security (U.S. Customs and Border Protection) will complete a background check upon entry into the United



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States, negating the need for NASA Security to conduct a Name Check Request investigation with the FBI.

- 2) A NFNMS entry is required. No fingerprints are required.
  - b. Non-JSC Sponsored (Foreign national spouses of United States citizens, (Contractors or Civil Servants) - Spouse of a United States Citizen JSC onsite employee.
    - 1) A NFNMS entry is required. No fingerprints are required.
    - 2) The sponsor completes JSC Form 473B.
  - c. Non-JSC Sponsored (Foreign national spouses of non-United States citizens, (Contractors) Non-JSC sponsored.) - Spouse of a non-United States citizen on-site JSC employee.
    - 1) A NFNMS entry is required. No fingerprints are required.
    - 2) The sponsor completes JSC Form 473B.
12. Official Visitors and Tours - All requests for official foreign national tours must be processed through and approved by the Office of External Relations. Otherwise, tickets may be purchased by any person for entry to Space Center Houston which includes a public tour of the Center.

## 9.8 Waivers

Any request for a waiver to this document must be submitted in writing to the JSC IVC via e-mail (with a copy to the JSC EST or responsible ECR authorized to approve the request). Requests must be received at least 3 working days prior to the start time of the visit. Requests for waiver shall state which part of the process is to be waived and the reason(s) that the process cannot be followed. Waiver requests for expedited processing will also describe the impact to the Shuttle, ISS mission or program activities. The responsible Division Chief for the organization(s) sponsoring the visit, or responsible for the program affected, must concur on the e-mail request for a waiver. When a waiver cannot be granted, the IVC will provide the reason(s) in writing to the Division Chief. If there is not a designated Division Chief for an organization, an equivalent division-level manager may submit the waiver request subject to the decision by the IVC.

## 10 RECORDS

The JSC Security Representative and JSC IVC both validate information in the NFNMS.



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## APPENDIX A - CHANGE RECORD FROM CWI J29W02, FOREIGN NATIONAL BADGE REQUESTS

Rev.	Date	Originator/Phone	Description
Basic	October 2002	Leon Asa Blum	Original Release
A	September 2003	Leon Asa Blum	<ol style="list-style-type: none"> <li>1. Revise Scope Statement.</li> <li>2. Include information on Contractor initiated requests.</li> <li>3. Change name of form "NRFR" to "Notification of Visit Request (NVR)"</li> <li>4. Streamline processing of Permanent Resident Aliens</li> <li>5. Provide direction for processing persons from U.S. Territories</li> <li>6. Update Web links</li> <li>7. Revises text in several areas to reinforce the role and authority of the IVC.</li> <li>8. Provides guidance on "Dual Citizenship" issues</li> <li>9. Clarifies that waivers for expedited processing will require a statement of impact on Shuttle or Station mission or program critical activities.</li> <li>10. Provides that disagreements on the disposition of a badge request approval/denial will be brought to the attention of the Chief of Security, Center Operations Directorate.</li> <li>11. Changes the text to encourage delivery of original ACP documentation to reviewers.</li> <li>12. Requires documentation for expedited badge requests be faxed to the IVC.</li> <li>13. Stipulates that minor changes to badge requests will be sent directly to the IVC for disposition.</li> <li>14. Clarifies that when an escort is</li> </ol>

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			<p>required, both the “Host” and “Escort” fields must be completed, even when the “Host” also serves as the “Escort”.</p> <p>15. Reflects changes to fields in NFNMS.</p> <p>16. Minor clarifications to existing text.</p> <p>17. Add Reference Document NPD 1360.2</p>
B	January 2004	Leon Asa Blum	<p>1. Streamline requirements for Permanent Resident Aliens.</p> <p>2. Revise paragraph 3.3 to require users to notify the IVC and Safeguards Office of unusual or suspicious circumstances.</p> <p>3. Change OI FN Badging to OX FN Badging.</p> <p>4. Transfer responsibility for this JWI and future revisions to the International Visit Coordinator</p>
C	April 2005	Ash Thorne	<p>1. Include paragraph stating document review requirement.</p>
D	October 2005	Ash Thorne	<p>1. Foreign National Spouse/Dependant Badges</p> <p>2. Change ACP to STTCP</p> <p>3. Change NRP to MEI</p> <p>4. Unofficial Visitors and Tours</p> <p>5. Change JF722 to JF722a or JF722b</p> <p>6. Require PRA to submit STTCP</p> <p>7. Update NPG to NPR</p> <p>8. Remove SMD reference</p> <p>9. Remove non-investigation requirement for Construction Worker/Day Laborers.</p> <p>10. Change JA to JS</p>
E	July 2008	Cindy Offermann	<p>1. Add restriction on type of foreign national visits.</p> <p>2. Revise duties of Security Assistant to the IVC.</p>

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			<ol style="list-style-type: none"> <li>3. Clarify procedures used to submit STTCP (aka ACP).</li> <li>4. Change matrix from Designated and Non-Designated Countries Visitors to reflect new categories under HSPD-12.</li> <li>5. Add General Notes after matrixes.</li> <li>6. Add notation for astronauts/cosmonauts allowance for four-year badge.</li> <li>7. Add after-hours access as a requirement for an ACP.</li> <li>8. Add notation for long-term permanent resident alien employees allowance for a four-year badge and four-year ACP.</li> <li>9. Add notation for long-term foreign representative employees allowance for a four-year badge and four-year ACP.</li> <li>10. Add allowance for escort to meet construction workers/day laborers at SCTF, as opposed to Bldg. 110.</li> <li>11. Update reference to fingerprints as being electronic.</li> <li>12. Include reference to new forms needed (see 4 and 5 above).</li> <li>13. Include SCH in list of those that conduct tours for FN's and repeat restriction on unofficial tours for FN's (see 1 above).</li> <li>14. Clarify current processing time for Background Investigations.</li> <li>15. Change requirement for waiver signature from Deputy Director to Division Chief.</li> <li>16. Include Trusted User (TU) requirement (appointment and training).</li> <li>17. Include new forms changes from HQ in written description of process (see 4 above), as well as those that will be entered into IDMax.</li> <li>18. Add statement as to when JF 1020</li> </ol>
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			<p>(ACP) has to be updated.</p> <ol style="list-style-type: none"> <li>19. Include statement as to when NF 1760 becomes necessary.</li> <li>20. Add requirements for JF 722A at SCTF.</li> <li>21. Clarify restriction to NFNMS to TU only (see 16 above).</li> <li>22. Clarify process for sending FN information via email.</li> <li>23. Update reference to JF 1019.</li> <li>24. Repeat requirement for encrypted email (see 22 above).</li> <li>25. Reflect need for HQ approval on all requests for PRAs to have computer access.</li> <li>26. Indicate agreement with HQ to notify IVC via email on all approvals.</li> <li>27. Clarify requirement that all badge request changes have to be approved by the responsible ECR.</li> <li>28. Reiterate requirement to be trained as a TU (see 16 above).</li> <li>29. Add reference to PRA number as having nine digits.</li> <li>30. Add guidance on buildings being requested to exclude Buildings 3, 11, 110, 111, and 207.</li> <li>31. Change form to be used during NFNMS outages from 473A to 1019.</li> <li>32. Change document review requirement to one year.</li> <li>33. Include LPR (Legal Permanent Resident) in Acronym List.</li> <li>34. Include OF (Office of Personnel Management Form) in Acronym List.</li> <li>35. Include TU (Trusted User) in Acronym List.</li> </ol>
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## APPENDIX B - ACRONYMS

ACP	Access Control Plan
CAA	Controlled Access Area
CFR	Code of Federal Regulations
eACP	Electronic Access Control Plan
ECR	Export Control Representative
EST	Export Services Team
FN	Foreign National
FSO	Facility Security Officer
IVC	International Visit Coordinator
IP	International Partner
JF	JSC Form
HLPV	High Level Protocol Visitor
LPR	Legal Permanent Resident
MEI	Mission Essential Infrastructure
MCC	Mission Control Center
NAC	National Agency Check
NACB	Network Access Control Board
NACI	National Agency Check with Inquiries
NF	NASA Form
NFNMS	NASA Foreign National Management System
NPD	NASA Policy Directive
NPG	NASA Policy Guidelines
NRP	National Resource Protection Program
NVR	Notification of Visit Request
PRA	Permanent Resident Alien
RFR	Request for Request
STTCP	Security/Technology Transfer Control Plan
TCP	Technical Control Plan
TU	Trusted User
VIP	Very Important Person

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## APPENDIX C - VETTING PROCESS

All NASA Centers and facilities shall adhere to the requirements set forth in NASA Interim Directive (NID) NM 1600-52 (Personal Identity Verification Policy and Procedures), with the following modification for a FN:

1. As with all applicants for a PIV badge, all FN are be required to provide two forms of identification reflecting their identity. The FN will be subjected to the requirements of FIPS-201§2.1.
2. A FN who has been in the United States for less than three years shall be subjected to a Federal Bureau of Investigation fingerprint check for criminal history.
3. The FN's name shall be checked against the Special Designated Nationals (SDN) and Blocked Persons List located at <http://www.treas.gov/offices/enforcement/ofac/sdn/>. Further, the FN's identity will be checked against the Employment Eligibility Verification Program to verify the employment eligibility of the FN.
4. After immigration and employment status has been established through the Employment Eligibility Verification Program, the SDN and the Blocked Persons List, a FN who has resided in the United States for a minimum of three years shall be subjected to a National Agency Check with Written Inquiries (NACI). Identity verification will also be performed.
5. A FN residing in the United States with remote access only to NASA information technology resources and are located within fifty miles of a NASA Personnel Identity Verification Card Issuance (PCI) Facility will be vetted pursuant to Sections 9.6.1, 9.6.2 or 9.6.3 above.
6. Overseas offices of the Department of State Consular Service have conducted a Department of State prescribed vetting process for a FN requesting to travel to the United States. Therefore, a FN residing in the United States with remote access only to NASA information technology resources and are located greater that fifty miles from a NASA PCI Facility must, at a minimum, provide a notarized copy of their passport and visa. The NASA IVC shall use the information provided in the passport and visa to conduct an Employment Eligibility Verification Program check, and the SDN and Blocked Persons List check. A National Crime Information Center (NCIC) database check shall be conducted, if applicable.
7. FN's who reside outside of the United States requiring remote access to NASA information technology resources will be subjected to the requirements of NPR

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1371.2A, Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives. Before information technology system or application owners submit a request for a FN to access their information technology resources, a NF 1760 risk assessment must be performed to determine the risks involved with granting each FN access to such resources and information. A copy of the NF 1760 risk assessment must be attached to the NFNMS request. The IVC or the NASA FN Management Systems Administrator, as appropriate, will review the risk assessment to ensure the Center Information Technology Security Manager (ITSM) has reviewed and signed the assessment, denoting concurrence.

8. All FN, to include those residing outside the United States, requiring remote access to NASA information technology resources may be granted access to those information technology systems where the Center Chief Information Officer (CIO) has ensured the establishment of a Information Technology Security Plan (ITSP), which addresses those safeguards in place to ensure the integrity of the information technology system and the information contained within. The ITSP must address how access to International Traffic in Arms Regulation (ITAR) and Export Administration Regulations (EAR) information is protected against intentional and inadvertent access.
9. A FN who is a LPR will be subjected to the requirements of Sections 9.6.1 and 9.6.3 above.